



ABOUT SAN ANTONIO

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is also home to one of the largest concentrations of military bases in the United States. One of the nation's fastest growing cities, San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

CITY GOVERNMENT

San Antonio has a Council-Manager form of government with an eleven-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2021 adopted operating budget is \$2.9 billion with close to 13,000 employees across over 30 departments. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.

PRE-K 4 SA

Pre-K 4 SA is a comprehensive early childhood initiative aimed at changing the educational and workforce trajectory of San Antonio in one generation. Pre-K 4 SA offers full-day prekindergarten for 4-year-olds living in the City of San Antonio. Pre-K 4 SA is free for qualifying students and also accepts tuition-paying students. Pre-K 4 SA has four Education Centers located throughout the city.

The Pre-K 4 SA Professional Learning program provides prekindergarten through third grade educators in San Antonio with complementary continuing education to support best practice instruction to help every child in San Antonio excel. The Pre-K 4 SA Competitive Grants program provides more than \$4 million in funding annually to increase quality and access in early childhood programs throughout San Antonio.

Pre-K 4 SA's mission is to develop a world-class workforce in one generation through high-quality early childhood education. The program impacts different aspects of early childhood education in San Antonio through:

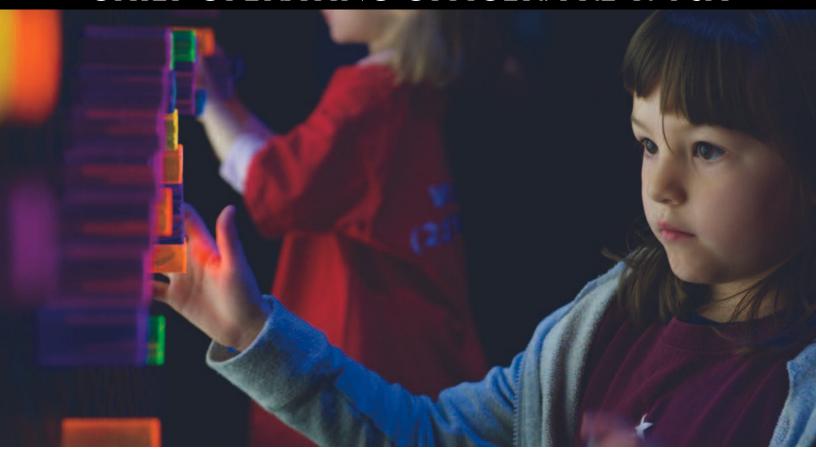
- Educational centers that serve 2,000 four-year olds and their families each year.
- A best-in class professional learning program that offers continuing education to early childhood educators throughout the city to impact more early learners and their families.
- Competitive grants to support the development of other high-quality early childhood programs across San Antonio.
- Family Engagement to empower families as they support their child's academic development.





THE POSITION

Pre-K 4 SA is seeking to hire a Chief Operating Officer. The Chief Operating Officer is responsible for overseeing and managing the Administrative Operations as well as marketing and communications for Pre-K 4 SA. The Chief Operating Officer works directly with the Chief Executive Officer, department leadership, and other department-specific staff. They will provide highly responsible and complex administrative support to the City Manager's Office and exercise direct supervision of assigned staff.



ESSENTIAL JOB FUNCTIONS

- Oversees the annual student recruitment, enrollment, and attendance processes; develops and maintains student database.
- Oversees facilities management that includes daily and seasonal planning for maintenance projects.
- Responsible for the development and implementation of the division goals, objectives, policies, and priorities to ensure alignment with department goals and objectives; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Responsible for monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement and assists in directing the implementation of changes.
- May act as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Assists in selecting, motivating, and evaluating staff; assumes responsibility for evaluation, management, and leadership of these employees; and assists in implementing and administering disciplinary and termination procedures.
- Assists in planning, directing, and coordinating, through subordinate-level staff, the department work plan; meets
 with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility;
 and reviews and evaluates work methods and procedures.
- Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary.
- May coordinate departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications.



EDUCATION & EXPERIENCE

Qualified candidates will have a Bachelor's Degree from an accredited college or university. A Master's Degree in Leadership, Public Administration, or a related field is preferred. They will also have eight (8) years of increasingly responsible experience administering or managing programs and services for a large organization, to include two (2) years of experience in early childhood education, business, operations, school office management, or related field. Qualified candidates will also have (3) years of direct supervisory experience. The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

THE IDEAL CANDIDATE

The ideal candidate will be a self-starter and highly organized individual with a background in overseeing and managing a wide range of school related programs and services for a large organization. Ideal candidates must demonstrate strong leadership characteristics and be confident, positive, creative, engaging, approachable, and have the ability to act as a coach and mentor to assigned staff and other City employees. Other desired characteristics include having a collaborative style, being detailed oriented and organized, innovative with the ability to foster a generation of new ideas and initiatives, and possessing strong communication skills with the ability to present clear and concise messages and presentations.



SALARY

The salary range for this position is \$106,310.62 - \$170,096.94. The City of San Antonio will be offering a competitive salary commensurate with experience. The City also offers generous benefits and retirement including annual and personal leave, monthly car allowance, deferred compensation plan, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

HOW TO APPLY

If you are interested in this opportunity, please send a cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will occur on March 10th, 2022. *Please submit your application as soon as possible and before the first resume review deadline to ensure you are considered for this position.* Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter
City of San Antonio
Human Resources Department
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure. The City of San Antonio is an Equal Employment Opportunity Employer.